



ADVISORY COMMITTEE ON STUDENT FINANCIAL ASSISTANCE



ANNOUNCEMENT OF POSITION VACANCY ASSISTANT DIRECTOR or ASSOCIATE DIRECTOR

The Advisory Committee on Student Financial Assistance is an independent federal committee created by Congress under the Higher Education Amendments of 1986 to advise Congress and the Secretary of Education on student aid and higher education policy. The primary purpose of the Committee is to make recommendations that will maintain and increase access to postsecondary education for low- and moderate-income students.

Duties and Responsibilities

The Advisory Committee seeks an individual to support the Committee's priorities and objectives. An Assistant Director / Associate Director may be expected to perform any of the following tasks:

- Lead and conduct congressionally requested studies
- Review and analyze federal regulations related to student aid
- Assist in the planning and preparation of all Committee meetings and hearings
- Work with other staff in the development of current Committee reports and projects
- Develop background papers and analyses on issues related to college access and persistence
- Represent the Advisory Committee by attending and presenting at local and national meetings
- Monitor, analyze, and evaluate key aspects of student assistance programs on the federal, state, and institutional levels
- Communicate with members of the higher education community, including Congressional staff, institutional leaders, and federal and state policymakers
- Gain in-depth knowledge of student aid programs, need analysis, aid application and delivery processes, and monitor and evaluate these issues on an ongoing basis

Minimum Qualifications:

- At least a master's degree in a related discipline
- Proven communication skills—both written and oral
- Interest in educational policy, financial aid, and college access and persistence

Preferred Additional Qualifications:

- Strong project management skills
- Strong research and analytic skills
- Familiarity with statistics and statistical software packages
- Understanding of the federal legislative and regulatory processes
- Knowledge of federal, state, and institutional need-based student aid programs
- A demonstrated willingness to work in a team environment, as well as individually
- Background in educational policy, particularly policies related to access and financial aid

For full CONFIDENTIAL consideration, send resume, cover letter, a short writing sample, and three references to:

Tracy D. Jones, Search Coordinator
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NO PHONE CALLS. PLEASE E-MAIL APPLICATIONS.

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